

14 June 1977

MEMORANDUM FOR: [REDACTED]

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P&PD Systems Staff

FROM :

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[REDACTED]
Chief, Micrographics Program Branch

SUBJECT :

Objective to Consolidate the Agency's
Micrographics Programs in the P&PD Building

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1. I guess the time has come to formally state the ISAS position on consolidation of the Agency's micrographics programs. Micrographics is a part of records management and we feel that to have an effective program, it must be managed by the Agency Micrographics Officer, who is also the Agency Records Management Officer. Please do not confuse management of the production facility with management of THE PROGRAM. The management of the production facility obviously must rest with C/P&PD. The ISAS position is that it makes sense to consolidate all micrographics production into a central micrographics production facility and that there are some activities in MPB which could logically be accomplished by this central facility and/or other organizations, however, as I stated above, the need for the program to be managed as part of the overall Records Management Program will always remain. Therefore, after the consolidation of the production, the activities of MPB will need to be reviewed and modified as appropriate. I feel it is not possible at this time, before any other changes are made to the programs, to speculate on personnel or space requirements for MPB in a new situation.

2. It is our position that an Agency-wide program can be managed by a senior staff with Agency-wide responsibilities much more effectively than it can by a in-plant Systems Staff and when this Agency-wide program is a part of records management it is logical that it should be managed by the staff with Agency-wide records management responsibilities - the Information Systems Analysis Staff.

3. I think most of what you consider redundancy is really coordination and cooperation. MPB could conduct its surveys and reviews and then send the project to P&PD. I prefer the way we have been operating; where we get you involved as soon as it is apparent that there is a new application or the need to change an existing application.

4. Specifically, I think the following items in your most recent

draft are incorrect and/or incomplete:

A. Four of the eight positions identified as systems analysts cannot be eliminated and the same level of activities continue to be conducted.

B. There are not four positions in MPB involved in micro-graphics systems work.

C. There is no mention of how or where the equipment display will be set up.

D. Where will the word processing function be located?

E. Where will the word processing function get the additional manpower needed?

F. The Agency Records Manager is not an advisor. He is a manager and has a staff of Records Managers to assist him in managing the Agency Records Management Program. He is already the Agency Micrographics Officer and has a staff to manage the Agency Micrographics Program.

5. Based on the current trend in the Agency to centralize all records management activities into a strong central Records Management Staff, I feel the DDA would support the ISAS position. Also as you know the revised Headquarters Regulation which states this policy and has been approved by the DDA and forwarded to the DDCI for final approval.

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6. If you take a broad look at the entire ISAS and P&PD programs; you will see that micrographics is no different than the printing or other photography functions. Micrographics is fundamentally just another reprographics system. P&PD prints the forms, but the Forms Manager is in ISAS. P&PD prints the Finished Intelligence, but the publication designers and the editors are in the DDI and not in P&PD. There are many other examples that you and I have discussed and I won't bother to restate here, but suffice to say both components have an important role to play in the Agency's information handling process. The necessary role of MPB will continue to be the following:

A. Conducting the staff work required by the Agency Records Management Officer in carrying out an Agency-wide micrographics program.

B. Agency-wide coordination.

C. Continuing review of the Agency's records and record handling procedures to identify micrographics applications.

D. Review of all new or proposed application to assure conformity with the Federal Code and Agency records management practices.

E. Continuing review of all existing applications to assure that they are still cost effective.

F. Representing the Agency on external committees, groups and task force concerned with Micrographics (In this capacity would include other Agency personnel as appropriate depending on the nature of discussions i.e., production of microfilm then someone from P&PD, destruction of microfilm then someone from Security, retrieval then someone from OCR and the DDO, etc.)

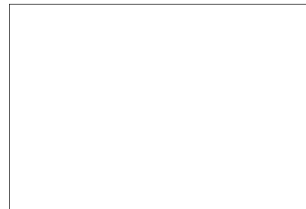
G. Chair an intra-Agency users group that would include representatives from the production facility.

H. Continue user training.

I. Continue to promote the use of micrographics as a part of the Agency's Records Management Program to save space, time and money and to make the needed information more accessible to the user.

J. Continue to arrange and coordinate technical training if required by the central facility.

K. Establish, coordinate and publish standards, guides and handbooks for Agency-wide use and coordinate these standards with other agencies to facilitate the exchange of information both in and outside the Agency in microfilm.



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